

DDA 85-0715/4
28 May 1985

~~SECRET~~ 20-1

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MEMORANDUM FOR:



Office of Personnel
Office of Personnel
Office of Logistics
Office of Logistics

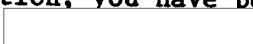
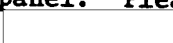
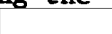
FROM:

Harry E. Fitzwater
Deputy Director for Administration

SUBJECT:

Child Day Care Center A&E Selection Committee

1. The Congressional Oversight Committees have been informed of our plan to design and construct a 10,000 square-foot Child Day Care Center (CDCC) on the Headquarters compound. I expect concurrence from the Committees with our proposal. It is necessary, therefore, that we proceed with the planning as rapidly as possible in order that the Center would become operational with the occupancy of the new building. This will prevent extending the disruption on the Headquarters compound associated with construction and will provide early use of a much needed center for our employees.

2. The first phase of the project is the selection of an architectural and engineering (A&E) firm to provide a design and a cost estimate for the facility. In this connection, you have been chosen to serve on a five-member A&E Selection Committee.  Deputy Chief, New Building Project Office, OL, will chair the panel. Please refer any questions concerning the committee or its tasking to  He can be reached on extension 

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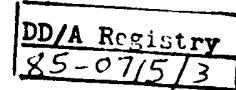


Harry E. Fitzwater

DDA/HEFitzwater:rj (28 May 1985)

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23 MAY 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: Child Day Care Center

1. It is my understanding that the Agency has been granted Congressional approval to proceed with the establishment of a Child Day Care Center (CDCC) on the Headquarters compound. The next order of business would be to form a committee to select an architectural and engineering (A&E) firm to design the facility and provide requisite cost information.

STAT 2. I recommend this committee be chaired by [redacted] Deputy Chief,
STAT New Building Project Office, OL, and suggest the panel be comprised of the
STAT following members: [redacted] Office of
Personnel; and Messrs. [redacted] Office of Logistics.
Attached to this memorandum is a draft letter informing the committee members of their selection.

3. Assuming approval the committee can be formed and begin its work within the next two weeks, I believe an A&E firm can be under contract by mid-to late-September. A nine-month design effort is anticipated. Allowing one year for construction, the CDCC will be ready for business at the same time the new building begins to be occupied.

4. The matter of funding the estimated \$75,000 for the A&E contract has not been addressed; however, sufficient construction reserves are available should you choose to use them for this purpose.

STAT 5. If you have questions concerning any of these matters, I am available to discuss them with you at your convenience.

Henry P. Mahoney

Attachment

SUBJECT: Child Day Care Center

* APPROVED:

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[Redacted Signature]

Deputy Director for Administration

5/24/85
Date

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OL/NBPO [Redacted] 21 May 1985)

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* I have forwarded the appointment letters as you proposed. Suggest we have a meeting with the committee ASAP to give some guidance. It bothers me that it takes until mid-Sept. to contract for an A&E & I no design for 10K^{sq} ft, but then I've always been impatient.